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Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190006-6

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25X1A9A

CIA **AMERICAN**
RECORDS **CENTER**

STATISTICAL **REPORT**

FOR THE QUARTER ENDING 30 JUNE 1969

1 JULY 1969

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COPY NO. 1

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PART I

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HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS

EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive Office Records Holdings.

SUPPLEMENTAL DISTRIBUTION COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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<u>AREA</u>	<u>OFFICE</u>	<u>RECORDS</u>	<u>RECORDS</u>	<u>REPORTS & MAPS</u>	<u>OFFICE TOTAL</u>
DCI	ODCI	174	3		177
	CABLE	780	87		867
	HS	9		25	34
	PA	47			47
	OPPB	71	5		76
	OLC	87		6	93
	OGC	58	2	2	62
	OIG	42			42
	ONE	79	15	89	183
	NSC	278			278
	DIA		5		5
	SAVA	6			6
TOTALS FOR DCI AREA		1,631	117	122	1,870

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SURVEY REPORTS	MAPS	OFFICE TOTAL
DDI	ODD	41	1	1		43
	IRS	112	1			113
	DCS	1,356	10			1,366
STAT		553	22	227		802
	OER	338	4	175		517
	OBGI	390	3,013	16,596		19,999
	OCI	204	53	4		261
	CRS	8,499	1,114	526		10,139
	NPIC	2,687	3,411	850		6,948
	OSR	24	65	173		262
TOTALS FOR DDI AREA		14,204	7,694	18,552		40,450

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. & DIST. REPORTS & MAPS	OFFICE TOTAL	
25X1A8A	AF	Retired by RID	23		23	
	BG	" " "	10		10	
	CA	" " "	5	68	73	
	CCS	" " "	15		15	
	CI	" " "	18		18	
		██████████	" " "	1		1
	EUR	" " "	48		48	
	FE	" " "	53		53	
	FI	" " "	3		3	
	FI/D	1,218	1		1,219	
NE	Retired by RID	14		14		
PC	" " "	1		1		
PSG				---		
RID	20,643	401		21,044		
SB	Retired by RID	36		36		
	██████████	" " "	7	45	52	
25X1A8A	TSD	857	11		868	
	WH	Retired by RID	50		50	
TOTALS FOR DDP AREA		22,718	697	113	23,528	

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AREA	OFFICE	INACTIVE RECORDS		VITAL RECORDS		OFFICE TOTAL
		REPORTS	MAPS	REPORTS	MAPS	
DDS	ODD	79	1			80
	SSS	20	4	312		336
	OS	3,125	8			3,133
	OTR	504	130			634
	OP	2,062	38			2,100
	OL	2,407	31	2		2,440
	OC	573	15			588
	OMS	1,031	5			1,036
	OF	11,804	53			11,857
TOTALS FOR DDS AREA		21,605	285	314		22,204

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. & 190006-6 REPORTS & MAPS	OFFICE TOTAL
DD/S&T	ODD	51			51
	FMSAC	768	14	65	847
	ORD	61			61
	OSA	555	18		573
	OSI	1,074	38	351	1,463
	OCS	36	289		325
	OEL	109	1	9	119
	SPINT	27	1		28
	OSP	231			231
TOTALS FOR DD/S&T AREA		2,912	361	425	3,698

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<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. & DIST. REPORTS & MAPS</u>	<u>ARCHIVAL RECORDS</u>	<u>OFFICE TOTAL</u>
	HCF	884				884
	ARCHIVES				7,553	7,553
	TOTAL ARCHIVAL RECORDS	884			7,553	8,437
	GRAND TOTAL	63,954	9,154	19,526	7,553	100,187

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ONLY
PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE RECORDS ARE LISTED BY AREA, OFFICE, DISPOSITION CODE AND VOLUME WITH A TOTAL FOR EACH DISPOSITION CODE FOR EACH OFFICE, THE TOTAL INACTIVE OFFICE RECORDS FOR EACH OFFICE AND THE TOTAL INACTIVE OFFICE RECORDS FOR EACH AREA.

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

2 - TEMPORARY RECORDS

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

3 - INDEFINITE RECORDS

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1969

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DCI	DCI	149	21	4	174
	CABLE SEC.	68	712	0	780
	HS	9	0	0	9
	PA	16	31	0	47
	OPPB	59	11	1	71
	OLC	74	13	0	87
	OGC	58	0	0	58
	OIG	32	7	3	42
	ONE	78	1	0	79
	NSC	278	0	0	278
	SAVA	1	5	0	6
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	TOTALS	822	801	8	1,631
	PER CENT	50.4	49.1	.5	

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SCHEDULE
SCHEDULED DISPOSAL OF DEFUNCT INACTIVE RECORDS 1 July 1968
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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDI	ODD	38	3	0	41
	IRS	102	0	10	112
	DCS	115	139	1,102	1,356
STAT	████████	484	33	36	553
	OER	133	202	3	338
	OBGI	254	1	135	390
	OCI	154	50	0	204
	CRS	3,816	431	4,252	8,499
	NPIC	2,582	39	66	2,687
	OSR	4	20	0	24
TOTALS	7,682	918	5,604	14,204	
PER CENT	54.7	6.5	39.5		100%

SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1969
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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDP	FI/D	713	53	452	1,218
	TSD	9	35	813	857
	*RID	1,245	349	19,049	20,643
TOTALS		1,967	437	20,314	22,718
PER CENT		8.7	1.9	89.6 4	100%

*All DDP Inactive Records Except those from TSD & FI/D are Retired by RID

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS	ODD	75	0	4	79
	RAB	20	0		20
	OS	34	2,731	360	3,125
	OTR	298	161	45	504
	OP	51	1,873	138	2,062
	OL	142	2,239	26	2,407
	OC	167	406	0	573
	OMS	64	925	42	1,031
	OF	825	8,622	2,357	11,804
TOTALS		1,676	16,957	2,972	21,605
PER CENT		7.8	78.5	13.8	100

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DD/S&T	ODD	32	19	0	51
	FMSAC	10	702	56	768
	ORD	47	14	0	61
	OSA	306	248	1	555
	OSI	263	805	6	1,074
	OCS	8	28	0	36
	OEL	2	61	46	109
	OSP	175	56	0	231
	SPINT	22	0	5	27
TOTALS		865	1,933	114	2,912
PER CENT		29.7	66.4	3.9	100%

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1969

	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
*Historical Collection File (HCF)			884	884
AGENCY TOTALS	13,012	21,046	29,896	63,954
PER CENT	20.3	32.9	46.8	100%

*Historical Collection Files are accessions containing records of enduring value to the Agency. These accessions will be screened and the records of enduring value will be processed into the Agency Archives.

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